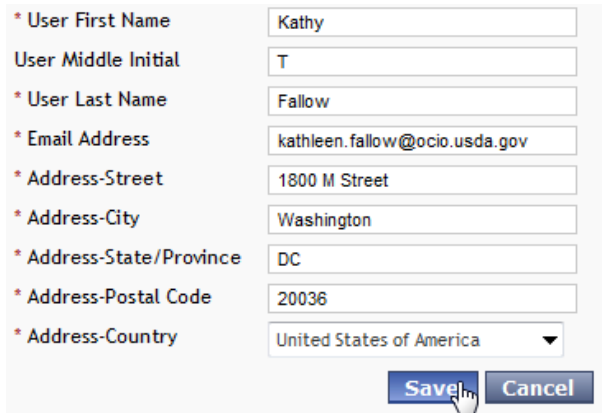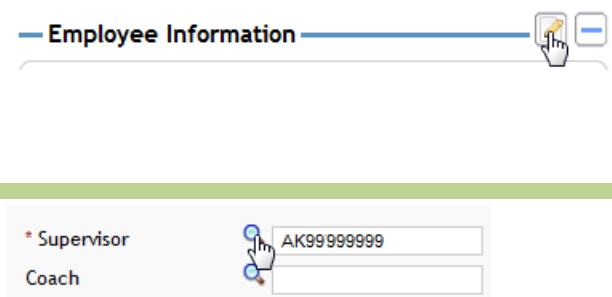## Updating Your AgLearn Talent Profile

Many functions within AgLearn such as notifications and approvals cannot operate properly without specific identification data about you. AgLearn must have your email address as well as your current supervisor's name properly recorded in order to send you email and to approve your training requests. The following procedure illustrates how to select your current supervisor and how to enter or update your email address in AgLearn.

Step	Activity	View
1.	From the AgLearn Home Page, click your name to enter the Talent Profile area.	
2.	In the upper right corner of the Contact Information section, click the **Edit** icon to edit or add contact information, such as your email address.	
3.	In the Email Address field, enter the email address where you would like to receive your AgLearn notifications (IDP approvals, SF-182 approvals, training notices, etc), and then click **Save**. **Note:** Do not attempt to update any address data here. Data entered here may be overwritten by the nightly HR feed. If a permanent change is required, please contact your HR representative.	
4.	Scroll down to the Employee Information section, and then click the **Edit** icon to edit or add employee information, such as your supervisor.	
5.	Click the **Supervisor Selector** icon to launch the search window.	

Updating Your AgLearn Talent Profile

6. Enter your supervisor's last name, first name and/or email address, and then click **Search** to view the results window.

Case sensitive search:	⦿ No ○ Yes
* Last Name:	Starts With ▼ cotti
First Name:	Starts With ▼ dwayne
Agency:	Include Sub Domains ▼ OCIO ▼
Email Address:	Starts With ▼ Dwayne.cotti@o

Search Reset

7. Locate your supervisor in the window and then click the corresponding **Select** link.

View Supervisor Results

User ID	User Name	Email Address	Duty Station Description	
DCZZ7369	Cotti, Dwayne	dwayne.cotti@usda.gov		Select

8. Click Save.

Save

9. Review the Contact Information and Employee Information to be sure you've entered data correctly.

— Contact Information —

Kathy T Fallow
1800 M Street
Washington, DC 20036
United States of America
kathleen.fallow@ocio.usda.gov

— Employee Information —

User ID:	KD998289
Employee Type:	Contract
Employee Status:	Contractor
Supervisor:	Ali A Kafshi
Number of Direct Reports:	0

10. Click the **Home** tab to return to your AgLearn Home Page.

Home	Catalog